



**International Boundary and Water Commission  
United States and Mexico  
United States Section**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Position:** Purchasing Agent, GG-1105-06

**Announcement Number:** 07-04

**Salary Range:** \$32,172- 41,823

**Issue Date:** 2/7/07

**Closing Date:** 3/7/07

**Area of Consideration:** Government-wide  
may apply)

**(refer to Section 3 below regarding who**

**Section 1. POSITION BACKGROUND**

**Organization:** Administration Department  
Acquisition Division

**Location:** El Paso, Texas

**FLSA:** Nonexempt

**Position Potential:** GG-7

**Full Time:** Yes

**Bargaining Unit:** Included

**Type of Appointment:** Permanent

**Position Duties.** The incumbent serves as Purchasing Agent for the Acquisition Division. Responsible for micro and simplified purchasing of a variety of supplies and services, the incumbent performs, but is not limited to, the following duties: receives and reviews requisition forms and Blanket Purchase Agreements (BPA's); processes purchases of a wide variety of standard commercial items and services; makes small purchases through required and commercial supply sources; monitors price supplements and fuel contract changes as appropriate and serves as contracting officer with limited signatory authority. Performs other duties as assigned.

**Physical Effort:** The work involves light physical exertion such as periodic walking, bending, standing, and carrying of light items weighing up to 15 pounds (i.e. folders, computer reports, books, etc.).

**Working Conditions:** The work is performed in an office setting that is adequately lighted, heated, and ventilated.

**Section 2. AGENCY INFORMATION**

**The USIBWC.** The United States Section of the International Boundary and Water Commission United States and Mexico (USIBWC), is an international agency categorized as an independent bilateral organization within the federal government. There are various field offices located along the boundary with the headquarters office in El Paso, Texas. The USIBWC is responsible for providing environmentally-sensitive, timely and fiscally-responsible boundary and water issues along the United States and Mexico border region while sustaining an atmosphere of

binational cooperation and by being responsive to public concerns. You can obtain detailed information about the USIBWC by visiting our website: <http://www.ibwc.state.gov>.

### **Section 3. WHO MAY APPLY**

Applications will be accepted from current status United States Section, International Boundary and Water Commission (USIBWC) employees; status transfer eligible from other federal agencies; and reinstatement eligible. Usually to have status, an individual must be currently employed in a permanent (career or career conditional) position, or have been employed in a permanent federal service position and be entitled to reinstatement. All qualification, legal, and regulatory requirements must be met as of the closing date of this announcement.

### **Section 4. QUALIFICATION REQUIREMENTS**

**Evaluation of Qualifications.** If you meet basic eligibility requirements, your application will be subject to further evaluation to determine the degree that you possess the necessary knowledge, skills, abilities, and other characteristics needed to perform the duties of the position.

#### **Educational and Experience Requirements:**

**GG 6** – Specialized Experience at least at the GG 5 grade level or graduate education in those few instances where the graduate education is directly related to the work of the position.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**Applicants must submit a copy of their college transcript(s) or a list of college courses that includes hours and grades.**

#### **Evaluation Factors:**

You are **required** to respond to the evaluation factors listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element; **(B)** describe where and how you obtained your education/training in the element; and **(C)** describe the most complex issues with which you have dealt.

1. Knowledge of laws, regulations, and procedures pertinent to award of federal micro and simplified acquisitions, such as solicitation, sources of supply/service, discounts, warranties, price analysis, and negotiation techniques.
2. Knowledge of contract administration procedures as they relate to inspection and acceptance, price adjustments, time extensions, termination procedures, etc.
3. Ability to manage/prioritize a large and diverse workload.
4. Skill in interpersonal relations, including oral and written communications, in order to provide guidance to customers and vendors, prepare clear and concise file documentation, and negotiate with vendors.

## Section 5. APPLICATION PROCEDURES

**General Application Information.** It is your responsibility to ensure the accuracy and completeness of your application. An incomplete application or one that is not completed in accordance with instructions found in this JOA will subject you to being found ineligible. It is the practice of the Human Resources Office not to contact an applicant for further information, documentation, or required materials. Do not submit letters of recommendation, training records, position descriptions, copies of awards, etc., unless they relate directly to the job for which applying. An individual concerned in examining an applicant for, or to a position in the agency may not receive or consider a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant. All material that you submit in response to this JOA will become part of the Promotion and Internal Placement Program files and will not be returned; therefore, be sure to make copies of your application material before submission. The USIBWC does not maintain an applicant supply file. The use of government property, the USIBWC internal mail distribution, or government franked envelopes to apply for a federal position is prohibited and subject to fines as prescribed by law.

**Obtaining application forms.** You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.usibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4727 or 915-832-4727 to have the forms mailed or faxed to you. Due to heightened security measures, you should not request application forms in person at a USIBWC facility.

**Submitting application forms.** It is highly recommended that you mail your application to the following address:

USIBWC  
Human Resources Office  
4171 North Mesa, Building C, Suite 100  
El Paso, Texas 79902

If mailed, your application must be postmarked by the closing date noted in this JOA. Applications submitted "online" (through the internet) or faxed are not accepted. Due to heightened security measures, the hand-delivery of applications to the USIBWC is discouraged. If hand-delivered, you must do the following: place the application in a sealed envelope; address the envelope to the USIBWC Human Resources Office annotating the date and time on the upper right hand corner; and leave the envelope with the security officer on duty. Neither the security officer nor the USIBWC will assume responsibility for misplaced or misdirected hand-delivered applications. A hand-delivered application must be received by the close of business.

**Required Forms and Documents.** You must submit all of the following forms and documents in order to be found eligible for consideration under this JOA:

1. Optional Form 612, Optional Application for Federal Employment; OR any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job.
2. You must self-certify you have a valid drivers license. This may be accomplished in Section E-Other Qualifications of the Optional Application for Federal Employment - OF 612; or with a simple statement that you have a valid drivers license.
3. You must respond to the evaluation factors.

4. A **copy** of your college transcript(s) or a list of college courses that include hours and grades.
5. Optional Form 306, Declaration for Federal Employment;
6. SF 181 - Ethnicity and Race Identification. The SF 181 is an optional form used for equal opportunity data collection and analysis throughout the federal government. Upon receiving your application package, the Human Resources Office staff will detach the SF181 from the application package and forward it directly to the Equal Employment Opportunity Office. The form thus will not be used in the application evaluation process.
7. If you are a Promotion or Reassignment Eligible, you must submit the following:
  - a. Copy of Standard Form 50, Notice of Personnel Action, which reflects your eligibility (status); and
  - b. Copy of your most recent performance rating/evaluation.

#### **Section 6. BASIS FOR RATING**

The information you provide in your responses to the evaluation factors will be heavily relied upon in the rating process.

#### **Section 7. GENERAL INFORMATION FOR POTENTIAL CANDIDATES**

**Position Potential.** If you are selected and the position is filled below the full performance level, you may be promoted without further competition until the full performance level is reached. Promotion is neither automatic nor guaranteed. Promotion will be based upon your supervisor's certification of your demonstrated ability to perform the duties of the higher graded position in a fully successful manner, as well as you meeting all other requirements for promotion. If there are intervening situations affecting the classification of the position between the time of advertisement and the time that promotion(s) may be due, the advertised promotion potential is void.

**Appointment:** This is an excepted service position. An interchange agreement between USIBWC and the United States Office Personnel Management permits employees of USIBWC who do not have tenure in the competitive civil service to move between the USIBWC's excepted service positions and other agencies' competitive service positions on a noncompetitive basis.

**Conditions of Employment.** If you are selected for the position, you must meet all of the following conditions of employment (failure to do so will result in termination of your employment):

1. An official college transcript(s) must be submitted upon appointment to the position.
2. Salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.
3. A background check will occur once you have accepted the position. If, at any time during your employment, you are found to have knowingly provided incorrect information with the intention of defrauding or misleading the agency to gain employment, your employment with the agency will be terminated.

**Relocation Expenses.** Relocation expenses will **not** be paid by the U.S. Section.

**Equal Opportunity Employer.** The USIBWC is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential, and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, labor organization affiliation or non-affiliation, personal favoritism, sexual orientation, political affiliation, or any other non-merit factors.

**Assistance.** You may obtain additional information and assistance by contacting the Human Resources Office at 1-800-262-8857 ext. 4727 or 915-832-4727.

<b><a href="http://www.ibwc.state.gov">www.ibwc.state.gov</a></b>
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